

THE OFFICE OF CONSTRUCTION CODE ENFORCEMENT

PLAN REVIEW SECTION

INFORMATIONAL BULLETIN

GENERAL SUBMITTAL INFORMATION

Be advised Memphis and Shelby County Office of Construction Code Enforcement current code 2009 edition INTERNATIONAL BUILDING CODE with local amendments were adopted by SHELBY COUNTY COMMISSION-Ordinance#423(10/08/12) and MEMPHIS CITY COUNCIL – Ordinance#5487 (12/18/12).

Required: Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, the installation of which is regulated by this code or to cause such work to be done, shall first make application to obtain the required permit.

COMMERCIAL BUILDING PERMIT SUBMITTAL:

Documents to include:

Submittal documents consisting of construction documents, statement of special inspections if required; shall be submitted in four sets with plan review fee for each building permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed or installed (*See below*).

Be advised: Provide (architect and/or engineer) signed and sealed plans for 1st tenant space of a shell building and any space over 5,000 SF and for any Assembly, Educational, and Institutional occupancy classifications.

Elevation plans shall be included as needed.

Structural drawings are required as needed for existing buildings, depending on actual structural work performed. However, structural drawings are always required for new buildings and additions along with structural load calculations and required special inspection scheduling information.

Civil drawings, including site, grading and drainage plans are required for new building projects and additions that meet the thresholds of section 4.1 of the Unified Development Code (UDC). The UDC is available for download in the Planning and Development Department section at www.shelbycountyttn.gov.

All building floor plans shall be drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, it shall indicate rooms, doorways and sizes, corridors, exits, toilet rooms, and building code analysis shall indicate type of construction, square footage, occupancy load, and fire protection system with their hourly rating.

Information on construction documents: Construction documents shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work

proposed and show detail that it will conform to the provisions of the code and relevant laws, ordinances, rules and regulations.

BUILDING PERMIT VALUATIONS: Permit valuations shall include total value of the project, including materials and labor, for which the permit is being issued such as, electrical, gas, mechanical, plumbing equipment, and permanent systems. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied unless the applicant can show detailed, the total construction value to meet the approval of the Building Official.

ADDRESS ASSIGNMENT CERTIFICATES: For new buildings or additions which add additional suites or spaces to an existing building, submit an **Address Assignment Certificate** with suite number from Memphis Light, Gas and Water Division, phone 901-729-8620.

TIME LIMITATION OF APPLICATION:

An application for a permit for any proposed work shall be deemed to have been abandoned 180 days (6 months) after the date of filing

Expiration: Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days (6months) after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days (6 months) after the time the work is commenced. 2009 IBC sections 105.3.2 and 105.5

GENERAL CONTRACTOR:

Applications for building permits may be submitted by architects, engineers, permit expeditors, etc. who may not be licensed as a general contractor. However, building permits may only be issued to general contractors licensed in the State of Tennessee and registered with the licensing section of The Office of Construction Code Enforcement (this office). For more information regarding licensing requirements, contact Licensing at (901) 222-8390.

ELECTRICAL, MECHANICAL AND/OR PLUMBING:

The electrical, mechanical and/or plumbing work required for any project shall be performed by a contractor licensed to perform such work and registered with Memphis and Shelby County Office of Construction Code Enforcement.

The contractor(s) shall secure electrical, mechanical and/or plumbing permit(s) for his/her portion of the work prior to installation as required by code.

Be advised; it is the contractors responsibility to make certain his/her license from the State of Tennessee, local business license, and contractors registration is updated prior to issuance of a building permit. It is the contractor's responsibility to make certain the authorized agent name is registered with this office.

You may contact of our license department, 901-222-8390, for information.

FEE SCHEDULE FOR PLAN REVIEW

The fees are based on the total project amount. **Pay ONLY the plan review fee at the time of application and plans submittal. *The actual permit fee itself will not be due until the permit is issued and cannot be figured until we have written verification of the total contract cost from the general contractor.***

\$ 01 - \$ 25,000 plan review fee is \$ 25

\$ 25,001 - \$ 50,000 plan review fee is \$ 50

\$ 50,001 - \$100,000 plan review fee is \$100

\$100,001 - \$200,000 plan review fee is \$200

\$200,001 - \$300,000 plan review fee is \$300

\$300,001 - \$400,000 plan review fee is \$400

\$400,001 - \$500,000 plan review fee is \$500

\$500,001 and above plan review fee is \$600

If the project is located in the Town of Arlington, City of Germantown, City of Lakeland, or the City of Millington, multiply the above plan review fee by 1.3333.

You can make check payable to: **CONSTRUCTION CODE ENFORCEMENT**

FAQ:

- 1) For cell towers, can Zoning Approval and Building Permit applied for separately or are they the same application?**
If required, yes (separately)
- 2) For cell towers, will you need an engineer's letter or structural calculations for the review?**
Yes
- 3) How many copies or original engineer stamped plans are required?**
4 sets
- 4) How many sets of specs do you need with the submittal?**
2 sets
- 5) Do the plans have to be wet stamped or is photocopied allowed?**
Photocopied is allowed and must be signed and on every sheet of the set of plans when required.
- 6) What is your timeline for review and approval of permit application?**
7 to 20 working days depending on work load and complexity of the project.
- 7) What is the minimum size set of plans required?**
Full sized sets are preferred but a minimum size of 11X17 is acceptable if we can see enough details. Otherwise it will be turned down and full size sets will need to be resubmitted.
- 8) What is the cost to renew an expired permit?**
If a permit is expired, you must start the process over by resubmitting four sets of the current engineered plan and a new building permit application.
- 9) Does the architect/engineer need to be licensed with State of Tennessee?**
Yes
- 10) Do we, as the management company, need to be registered?**
No
- 11) Do we, as the management company, need to be licensed?**
No
- 12) Can we apply for and pick up the permit or does the contractor have to?**
The permit may only be picked up by the licensed State of Tennessee general contractor
- 13) Can we apply via mail/FedEx/online, or do we have to apply in person?**
You may apply via mail/FedEx/UPS. All documents must be packaged together (permit application, check for plan review fee, plans and any other documentation pertinent to the project so it doesn't get separated and/or misplaced.

14) What is the process to extend permit?

Send a letter requesting that the permit be extended beyond the 180 time period.

15) Does the contractor need to be registered with Shelby County and City of Memphis?

Yes and licensed by the State of Tennessee. For further information, contact our Licensing Section at (901) 222-8390.

16) Is the permit application available online?

No, it is not available online at this time. You would need to call (901) 222-8411 to have a blank permit application mailed to your address.

17) Are mechanical, electrical and/or plumbing (MPE) design drawings required at the time of submittal?

This question can only be answered on a case by case basis. However, if you are doing any work in these areas, chances are that some sort of drawings will be required before the issuance of a permit for the project. Plans are passed to reviewers in building, plumbing, electrical and mechanical for review prior to a permit being issued. If they have nothing to review, the plan review process will not get completed until they can review and approve the proposed work and the permit issuance will be delayed.

18) Once the permit is ready to be issued, can the permit be emailed or sent via FedEx/UPS, or do we have to pick it up in person?

At this time, the permit must be picked up in person by a licensed State of Tennessee general contractor.

FYI: Expiration: Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days (6months) after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days (6months) after the time the work is commenced. 2009 IBC sections 105.3.2 and 105.5

19) Would we need an electrical permit for this job? If so, how would I obtain that?

Electrical permits are required for any electrical work including low-voltage. An electrical permit can be pulled by a licensed electrical company. For additional information on electrical permit requirements call 901-222-8395.

20) Would we need a mechanical permit for this job? If so, how would I obtain that?

Mechanical permits are required for any mechanical work on the project. A mechanical permit can be pulled by a licensed mechanical company. For additional information on mechanical permit requirements call 901-222-8396.

21) Would we need a plumbing permit for this job? If so, how would I obtain that?

Plumbing permits are required for any plumbing work performed on the project. A plumbing permit can be pulled by a licensed plumbing company. For additional information on plumbing permit requirements call 901-222-8398.

22) Do I have to have the contractor listed on the application at the time of submittal?

No, however the permit may only be issued to a State of Tennessee licensed general contractor (see section on General Contractor).

23) Do cell tower projects require a separate Zoning Approval?

Zoning is required only for new towers and changes to the compound or tower expansion. Existing towers have been approved by zoning. An approval letter is required from the City of Millington, City of Germantown, City of Lakeland, and the Town of Arlington.

24) Which additions of the various codes are you enforcing?

See below:



**Memphis and Shelby County
Office of Construction Code Enforcement**

6465 Mullins Station Road - Memphis, Tennessee 38134
901.222-8300 - website: www.shelbycountyttn.gov

Effective January 1, 2013, Memphis and Shelby County Office of Construction Code Enforcement will implement the following codes, along with local amendments:

2009 Edition	International Building Code with Local Amendments
2012 Edition	International Existing Building Code
2012 Edition	International Residential Building Code
2009 Edition	American National Standard ICC A 117.1 2009 in conjunction with Chapter 11 of 2009 IBC
2008 Edition	National Electrical Code
2012 Edition	Joint Electrical Code
2009 Edition	International Mechanical Code
2009 Edition	International Gas Code with Local Amendments
2009 Edition	International Fuel Gas Code with Local Amendments
2009 Edition	International Plumbing Code with Local Amendments
2010 Edition	ANSI/ASME Elevator Code - A17.1
2009 Edition	International Energy Conservation Code

25) What are the permit fees in addition to the plan review fee?

The permit fees are figured once we get the "verification of contract amount" from the general contractor on the job. They can't be paid up front and must be paid by the GC when picking up the permit. However, in order to figure them into the bidding, see below for basic permit fee schedule:

Up to \$25,000 = \$4 per \$1000

\$25001 - \$1000,000 = \$3 per \$1000

\$1000,001 - \$25,000,000 = \$2 per \$1000

Above \$25,000,000 = \$1.50 per \$1000

Also add \$4.00 data processing fee and \$5.00 surcharge if it's commercial or \$1.00 surcharge if it's residential.

26) Does your department do the complete review or do I need to submit to other departments, like fire, zoning, etc.?

It depends on the project and the type of occupancy involved. It's best and probably easiest to submit the four sets of plans required here first and we'll review them and let you know in our plan review comment sheets whether other submittals are necessary. Once the four (4) sets of plans are submitted to us, we route one set to the fire department for review. Restaurants and other places that sell prepared food to the public must have Health Department approval. We do not route plans to the Health Department. Therefore that would be an additional submittal. Zoning issues are handled by the Office of Planning and Development (O.P.D.). There may be certain approvals needed through them before we can issue the permit (landscaping, ASPR approval, planned development recording, etc). If you're advised during the plan review that there is something needed from O.P.D., it would be best to contact them for more information about their review process at (901) 576-6619.

DEMOLITION PERMITS:

Both commercial and residential demolitions require a licensed demolition contractor (not a general contractor). However, for residential only, a homeowner can do the work themselves but must post a \$300.00 refundable cash bond (no personal checks for the bond) plus the permit fee. The permit fee can be paid by check. At the time of submitting the bond, be sure to request a refund form that can be mailed in for refund of the bond once the demolition is complete and the lot has been cleaned and the sewer recapped.

Documents to bring for demolition permit:

Site plan with address of demolition and building(s) to be demolished.

Written cut-off verification from Memphis Light, Gas and Water (MLGW) for electrical and gas.

An asbestos letter from the Health Department is also required. For more information on the asbestos letter, call the Shelby County Health Department at (901) 222-8221 or (901) 222-8270.

We will need the cubic feet of the building(s) to be demolished (length times width times height).

You will need to complete a demolition permit application form and pay the fee and any bond required before issuance of the permit.

Do not put more than one address on an application unless it is a duplex or all on one lot.

Fees are usually a total of \$69.00 for most commercial demolitions and \$65.00 for residential but could be more for large jobs (fees are based on cubic feet of the demolished building(s) and basically any building below 187,000 cubic feet will be the minimum fee of \$69.00 commercial and \$65.00 residential). Fees for jobs located in Germantown, Millington, Arlington and Lakeland will be multiplied by 1.33333 (\$89.00 commercial and \$85.00 residential). Be sure to verify fee amounts with plans examiners before writing checks.

RESIDENTIAL BUILDING PERMIT PROCEDURES

The following is a checklist of items to verify before we issue a permit for residential construction:

- All new construction and additions over 400 sq. ft. must show seismic requirements
- If the new home is in the **Germantown City limits**, a footing and foundation permit is required.
- Approval of the footing and foundation permit is contingent on submittal of the **Homebuilder Storm Water Guidelines** form (HSGF) approved by Germantown Engineers and submittal of site plans.
- Once footing and foundation permit is issued, submit a separate application for the building permit and submit full set of plans for review of projects in Germantown City Limits.
- Additionally, Germantown must approve a **Foundation Survey** prior to issuance of the building permit.
- Construction in Lakeland, Arlington and Millington must be submitted to these cities for approval before submitting here. Each City has its own procedures and fees. The city in question must approve the plans before issuance of a permit (see below):
 - **Millington** approves plan with letter and we charge fees and issue the permit once we get the letter
 - **Lakeland** approves the plans and charges their own fees and we issue the permit and charge fees with written approval from Lakeland.
 - **Arlington** approves the plans and charges the fees and sends the County a check for the fees. We issue the permits with Arlington approval but do not charge additional fees.

Before the permit is issued:

- We will pull the subdivision plat and verify lot number, setbacks, landscaping requirements (if any) and enter this information on the permit application and put the address for the property on the correct lot on the plat for future reference to verify no duplicate permits for same lot.
- We will verify zoning and construction type and add them to the permit application.
- We will check for flood zone such as MFFE (minimum finished floor elevations) and if so, add to special conditions on permit application.
- We will check whether sidewalks are required and if so, add to special conditions on the permit application. Sidewalk and curb cut fees are applicable if in the unincorporated county.
- We will verify the sq. footage of the building and the number of bedrooms, baths, etc and enter them on the permit application.
- We will transfer all permit application information entered to Permits Plus.
- We will verify escape window (size, height, width, location) or door leading directly to the outside in bedrooms.
- We will check the stair detail on the plans and verify it conforms to the code.
- We will verify Seismic requirements are shown on the plans and are correct (strapping, panels, etc).
- We will check landscaping if required per subdivision plat.
- We will figure fees and enter on permit application and initial the permit application as approved and ready for issue.

ADMINISTRATIVE SITE PLAN REVIEW (ASPR) PROCESS FOR CONSTRUCTION CODE ENFORCEMENT

- All buildings and additions that meet the thresholds found in Article 4.1 of the UDC shall be subject to an ASPR (see UDC, Article 9.12.1 A).
- The UDC is available for download in the Planning and Development Department section at www.shelbycountyttn.gov.
- The procedure for the ASPR shall be as follows:
 - (1) An application for ASPR shall be completed and a \$200.00 fee shall be collected. This is the same application used for building permits except in the description of work section, write "ASPR only".
 - (2) The plans examiner will perform his/her part of the ASPR by reviewing the plan for code compliance (basically a complete site plan review).
 - (3) A set of the plans will then be forwarded to OPD (east or downtown) for OPD approval (site, landscaping, area lighting, parking, etc.).
 - (4) If the plan meets the thresholds in Article 9.12.3 B (3), an additional set of civil drawings will be required and will be forwarded to the appropriate engineering office (City or County) for approval.
- Steps 1, 2 and 3 above will be completed on all ASPRs. Step 4 will be completed only when required.
- Each step of this process shall be completed within 10 days of receipt and responses sent to the applicant.
- No permit will be issued for plans that meet the threshold of Article 4.1 until all required steps above are completed and approved.

Registration as a General Contractor with Shelby County

- In order to pull a permit in Shelby County, each general contractor must register his or her license with the licensing section of The Office of Construction Code Enforcement.
- A registration packet must be completed by each general contractor before a permit may be issued.
- The following pages contain the registration packet required by licensing.
- Please read the information bulletin concerning registration and print the forms on the following pages.
- Complete the forms and return to licensing at 6465 Mullins Station Road.
- Any questions concerning this packet and/or its completion should be directed to licensing at (901) 222-8390.



Memphis and Shelby County Office of Construction Code Enforcement

6465 MULLINS STATION MEMPHIS, TENNESSEE 38134

OFFICE-901-222-8390 FAX-901-222-8367

RULES AND PROCEDURES STATE LICENSED CONTRACTOR REGISTRATION

- (1.) Contractors shall be properly licensed by the State of Tennessee Licensing Board, as required by the State Contractor's Licensing Law. A copy of the State License Certificate showing the license classification shall be attached to the registration form.
- (2.) Contractors licensed by the State shall obtain a affidavit letter from the State of Tennessee Contractors board to verify Qualifying Agent. (CONTACT-1-615-741-8307)
- (3.) Contractors licensed by the State of Tennessee shall obtain and include a Memphis & Shelby County Business License with their registration. Please call (901)222-3000 for additional information in obtaining this license. ADDRESS: 1075 Mullins Station Rd 38134 or 150 Washington 2nd Floor - Memphis, TN 38103
- (4.) Contractors licensed by the State shall obtain a contractor registration application packet from the Licensing Department of Shelby County Code Enforcement which includes the following:
 - (a.) Contractor name (as listed on State Certificate), mailing address, area code, and telephone number.
 - (b.) Qualified agent's information on input document.
 - (c.) Limited Power of Attorney attachment in the event of permits being pulled at the absence of the Qualifying agent. Only (2) Power of Attorney attachments may be added to each license holder.
 - (d.) Complete input document for the person(s) receiving Power of Attorney
 - (e.) Current copy of State License and Current copy of Shelby County Business License
 - (f.) A completed in put document for any individual listed in the application. (to include photo ID)

All forms shall be properly executed and returned with the applicable fee to the License section prior to issuance of a permit. **MAKE ALL CHECKS PAYABLE TO CCE. REGISTRATION FEE WILL BE \$50 CHECK OR CASH ACCEPTED!**

Your cooperation in complying with these requirements will prevent any delay in approval of your registration and issuance of permits.



Memphis and Shelby County Office of Construction Code Enforcement

6465 MULLINS STATION MEMPHIS, TENNESSEE 38134

(Registration Code #)
(Office Use Only)

BUILDING CONTRACTOR REGISTRATION

STATE OF TENNESSEE:

COUNTY OF SHELBY:

(Last)		(First)	(Middle)
(Date of Birth: Month		Day	Year)
(Address: Street Number)	(Street Name)	(Apt/Stc #)	
(City)	(State)	(Zip Code)	
(Firm Name)	(Shelby County Business Number) (Please attach copy)		
(Address: Street Number)	(Street Name)	(City & State)	(Zip Code)
(E-Mail Address)	(Phone Number)	(Fax Number)	
(State of Tennessee Contractor License Number) (Please attach a copy of State License)	(Classifications)		

I CERTIFY THAT THE INFORMATION HEREIN IS TRUE AND CORRECT
AND UPON RECEIPT OF REGISTRATION AGREE TO COMPLY WITH
ALL REQUIREMENTS OF THE JOINT BUILDING CODE GOVERNING WORK
IN MEMPHIS AND SHELBY COUNTY.

Signed: _____ Date: _____

PLEASE PRINT

INPUT DOCUMENT

SIGNATURE AND DATE: False information could result in license/registration being delayed, suspended or revoked. Complete all lines that apply. Provide photograph with this document.

DATE ACCEPTED BY OCCE: _____ BY: _____

SPECIAL POWER OF ATTORNEY TO OBTAIN PERMITS

(Separate document required for each appointment - maximum of two appointments per grantor)

PLEASE PRINT

I, as grantor, (name of person making the appointment): _____

(title): _____

of (company name in full): _____

which is a (sole proprietorship, partnership, corporation, or other--Identify): _____

(address of company): _____

Tennessee License No.: _____

do hereby appoint (name of appointee): _____

of (address of appointee): _____

to act on behalf of me and the company named above to apply, pay for, and obtain:

☐ Any ☐ Building ☐ Mechanical ☐ Electrical ☐ Plumbing

permits from the Memphis & Shelby County Office of Construction Code Enforcement (OCCE).

This Special Power of Attorney shall become effective upon presentation and acceptance of a completed form with OCCE, and shall remain in effect until applicant or his/her successor notifies OCCE that this Special Power of Attorney is revoked.

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STATE OF _____)

COUNTY OF _____)

Signature of grantor

Print grantor's name

PERSONALLY SUBSCRIBED BEFORE ME this the _____ day of _____, 20____.

NOTARY PUBLIC

My commission expires: _____

PLEASE PRINT

CONSTRUCTION CODE ENFORCEMENT
INPUT DOCUMENT

PLEASE PRINT

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(For Office Use Only)

ADD		CHANGE		DELETE		LICENSE/REGISTRATION NUMBER										STATE CLASS CODE(S)									
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SIGNATURE AND DATE: False information could result in license/registration being delayed, suspended or revoked. Complete all lines that apply. Provide photograph with this document.

FOR ADDITIONAL INFORMATION:

Ted Illsley	Manager of Plans Review	(901) 222-8365
Bobby Decker	Senior Plans Examiner	(901) 222-8358
John Walpole	Commercial Building Plans Examiner	(901) 222-8359
Kenneth Ayers	Commercial Building Plans Examiner	(901) 222-8357
Kerry Litton	Residential Building Plans Examiner	(901) 222-8362
Alicia Jenkins	Residential Building Plans Examiner	(901) 222-8356
Michael Rodgers	Plumbing Plans Examiner	(901) 222-8363
Greg Gaillard	Electrical Plans Examiner	(901) 222-8361
	Mechanical Plans Examiner	(901) 222-8360

Courtesy of:

Memphis and Shelby County

Office of Construction Code Enforcement

Plans Review Section

6465 Mullins Station Road

Memphis Tennessee 38134

Ted Illsley, Manager